

## MEETING CONDUCT, ORDER OF BUSINESS AND QUORUM

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the superintendent, as board secretary, shall be the office of the board. The district's public records shall be open for inspection in the manner provided by and subject to the limitation of the law.

### Quorum

Three board members shall be considered as constituting a quorum for the transaction of business.

### Meeting Conduct and Order of Business

All board meetings will be conducted in an orderly and business-like manner using Roberts Rules of Order (Revised) as a guide, except when such rules are superseded by board bylaws or policies. The order of business will be that indicated in the agenda. Any additions or changes in the prepared agenda may be requested by the superintendent or a board member and must be approved by a majority vote of the board members present.

The board shall establish its regular order of business, but may elect to change the order by a majority vote of the members.

All votes on motions and resolutions shall be by "voice" vote unless an oral roll call vote is requested by a member of the board. No action shall be taken by secret ballot at any meeting required to be open to the public.

An oral roll call vote of all the members of the board is required for the election of board officers, filling a vacancy on the board, or for the selection of the school district superintendent, and a majority vote of all the members of the board is required for any person to be elected or selected for such positions.

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Cross Reference: Board Policy 1220 Board Officers and Duties of Board Members  
Board Policy 1410 Executive or Closed Sessions

### Legal References:

RCW 28A.343.390 Directors—Quorum—Failure to attend meetings may result in vacation of office

RCW 28A.343.370 Directors—Filling vacancies  
RCW 28A.320.040 Directors—Bylaws

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RCW 42.30 Open Public Meetings Act  
RCW 28A.330.020 Certain board elections, manner and vote required  
RCW 42.30.060 Open Public Meetings—Voting by secret ballot prohibited  
RCW 28A.343.380 Directors—Meetings  
RCW 28A.330.070 Office of board—Records available for public inspection  
Ch. 42 U.S.C. 12101 – 12213 Americans with Disabilities Act

Adoption Date: 2/18/1999